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21 November 1947

MEMORANDUM FOR THE EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT**Table of Organization for Translation Service Division, FDE/CO**

1. Reference is made to CIA Administrative Instruction 50-14 authorizing FDE/CO to establish a central translation service for CIA. Accordingly, there is submitted herewith a Tentative Table of Organization for this new division in Foreign Documents Branch.

2. The number of linguists required to provide adequate language coverage to meet the needs of CIA offices (indicated as first priority in Paragraph 2 of above-mentioned instruction) has been determined from an actual page count of requirements received through OCD for an average month. For detailed statistics see Appendix 1. This results in the following numbers for CIA requirements:

	Russian language translators		
	Japanese	"	"
	Chinese	"	"
	German	"	"
	Romanian	"	"
	Eastern European language translators		
	Scandinavian	"	"
	Near-Eastern	"	"

3. The number of linguists required to meet the needs of the departmental intelligence agencies (indicated as priorities 2, 3 and 4 in Paragraph 2 of above-mentioned instruction) has been determined as above (see Appendix 2 for details) and indicates the following numbers as necessary:

<u>Agency</u>	<u>No. of Translators Required</u>
Dept of State:	Chinese Japanese
Dept of the Army:	Russian Chinese
Dept of the Navy:	Russian Dutch German
Dept of the Air Force:	Russian German
Naval War College:	Japanese

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4. The above indicated numbers do not take into account anticipated increases in requirements as the result of the establishment of this service and as a result of requirements developing from the Periodical Abstracts. A fair estimate for such future increases should be 20%. This would mean an addition of ☐ linguists to Paragraph 2 above and ☐ linguists to Paragraph 3 above.

5. The number of clerical personnel needed to assist the division in its work has been calculated as follows:

a. It is estimated that at full strength the linguists in the division could produce approximately 816 pages a day of which 16 pages would not have to be typed.

b. For double-spaced copy to be produced by clerical personnel, it has been estimated that 1 typist should do 30 pages a day.

c. It is, therefore, believed that 10 clerical personnel will be required to meet the anticipated full-strength production of 300 pages a day.

6. It is believed that of the 300 pages a day produced by the division full-strength, approximately one-half will go to the Editorial Section for reproduction in accordance with CIA established form. Consequently, a slight increase in the Editorial Section of Foreign Documents Branch would be required as follows:

a. To edit the estimated 150 pages double-spaced copy per day ☐ additional editors.

b. To type on standard ditto or mimeo stencil where an average of 16 single-spaced stencils per typist per day is used ☐ additional typists.

7. In order to supervise, administer and check the results of work produced by the ☐ linguists in the division a Division Chief and two Assistant Chiefs would be required.

8. Tentative Table of Organization for this division may be found in Appendix 3.

9. Job descriptions for Division Chief, CAF-12, Assistant Chiefs, CAF-11, Multi-language Translators, CAF-8 and 9, and Clerk-stenocs, CAF-4, will be found in Appendix 4. The requested ratings for linguist personnel are CAF-5 to CAF-9 in order to allow for flexibility in selection of personnel qualified in various languages. The ratings given to individuals will be in accordance with standard Civil Service procedure for which allowance is made as to the individual.

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ability in one or more European languages, one or more Oriental languages, or a combination of any of these. It is believed that job descriptions for personnel other than those included in Appendix 4 have been established and approved by the Civil Service Commission.

10. Total additional personnel requirements for Foreign Documents Branch, based on the attached tentative T/O for the Translation Service Division are as follows:

25X1A	<div style="border: 1px solid black; width: 50px; height: 150px; display: inline-block; vertical-align: middle;"></div>	Linguists to fulfill CIA requests
		Linguists to fulfill departmental requests
		Typists for Translation Service Division
		editors) to be added to FDB/Editorial Division to deal
		typists) with the increased work-load on this Division
		Administrative personnel for Translation Service Division
Total		

Deputy Assistant Director
Office of Operations

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APPENDIX 4

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Tentative
Translation Service Division
Foreign Documents Branch

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Division Chief, CAF-12

Central Intelligence Agency

Office of Operations

Foreign Documents Branch

Translation Service Division

Under the general supervision of the Branch Chief, acts as Chief of the Translation Service Division. This Division is responsible for translating material of interest to National Security submitted by CIA and IAC and material required by CIA for IAC for their departmental intelligence needs. The incumbent will be a qualified translator. In the capacity of Division Chief, the incumbent is responsible for the following:

Receives material for translation from Branch Chief, participates in assigning priority and target date, and controls progress of translation through the Division according to priority and target date assigned.

Responsible for progress, accuracy and quality of work of Division; responsible for providing proper reference material for personnel of Division; directs as necessary the preparation of needed translation aids.

Responsible for maintaining records of progress, preparing weekly progress reports and answering requests for status checks on translations from Control Officer.

Responsible for maintaining records of all projects in Division for purpose of cost accounting.

Responsible for security of all material in translation in the Division.

Edits and proofreads finished translations; checks all translations for clarity and exactness of meaning.

Responsible for the good condition and, upon completion of translation, the prompt return of all material to the Control Office.

Responsible for preparation for transmission of finished translation in standard format.

Prepares weekly efficiency ratings for Branch Chief and periodic efficiency ratings for CIA personnel office.

Makes recommendations concerning selection and assignment of personnel for the Division.

Assists in such staff studies and reports as may be required by Branch Chief.

Exercises general administrative supervision over the translation and clerical personnel of the Division.

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Assistant Division Chief, CAF-**CONFIDENTIAL**

Central Intelligence Agency

Office of Operations

Foreign Documents Branch

Translation Service Division



Under the general supervision of the Chief, Translation Service Division, is full assistant to the Division Chief, acting for him in his absence and sharing with him the responsibility for the work of the Division as follows:

25X1A Assists the Division Chief in supervising the ☐ translation and clerical personnel of the Division, training and orienting new personnel, making efficiency reports, preparing technical translation aids, requesting supplies and reference material and preparing progress reports.

As directed by Chief, supervises translation for accuracy, correctness of terminology and clarity of meaning.

Edits and proofreads finished translations.

Supervises the abstracting of foreign documents (including microfilm) for the information of requesting agencies preliminary to complete translation.

Responsible for the knowledge of interpretation of maps and charts and making equivalent cartographical and statistical presentations.

Responsible for close supervision of clerical personnel in preparation for transmission of finished translation in standard format.

Performs related duties as required.

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Clerk-stenographer, CAF-4
Central Intelligence Agency
Office of Operations
Foreign Documents Branch
Translation Service Division

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Under general supervision of Chief, Translation Service Division, will act as secretary to Division supervisor performing the following duties:

Types correspondence, reports, memoranda, etc., from rough drafts involving technical material including foreign language expressions, names, etc.

Composes and types routine correspondence and memoranda from verbal instruction or from office records and files requiring a knowledge of the internal administration of Foreign Documents Branch and various relationships between organizations of CIA.

Incumbent must be thoroughly proficient in shorthand and other secretarial duties to facilitate the rapid translation of high priority material and the organization of such material in standard format.

Maintains office files consisting of memoranda, periodic progress reports and translation directives from Chief, Foreign Documents Branch.

Sets up files necessary for checking in original documents, tracing progress of this material through the various phases of translation and preparing the documents for return.

Answers routine telephone inquiries relative to business of Division.

Performs related duties as required.

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Central Intelligence Agency

Office of Operations

Foreign Documents Branch

Translation Service Division

Translator CAP-9

Under the general supervision of Intelligence Officers of higher grade (Documents Exploiters), acts as a Translator of three Oriental languages and four or more European languages, anywhere in the Foreign Documents Branch as assigned, and performs the following duties:

Reads fluently documents, periodicals, newspapers, books, reports, studies, and similar types of documentary material written in the three Oriental and four or more European languages; translates any document in these languages into good English prose with equivalent English meaning; scans documents and makes a precis of contents; abstracts or summarizes documents as required.

Responsible for a knowledge of scientific and technical (such as that encountered in the Scientific and Technical Division) or political, economic, social, military, para-military, topographic, etc., terminology in the Oriental and European languages.

Responsible for knowledge of interpretation of maps and charts in these languages and makes an equivalent English cartographical and statistical presentation.

Responsible for thorough acquaintance with place names, personal names and surnames used in area under his cognizance; responsible for correctly Romanizing and/or transliterating such names into English in accordance with established policies.

Responsible for knowledge of all printed, handwritten, and all intermediate calligraphic forms of the languages under his cognizance.

Responsible for knowledge of general history, culture, customs of people or peoples using these languages so as to employ correct interpretation of references, innuendos, circumlocution, elipses, other speech forms and idiomatic constructions; responsible for acquaintance with colloquialisms or patois of the languages.

Responsible for acquaintance with and knowledge of use of gazetteers, encyclopedias, dictionaries, and other similar reference material written in the languages under his cognizance and in English.

Responsible for knowledge of the grammar of these languages, its grammatical peculiarities and syntax, modern, epistolary, and newspaper style of composition.

Performs related duties as required.

Central Intelligence Agency

Office of Operations

Foreign Documents Branch

Translator - CAF-8

Translation Service Division

Under the general supervision of Intelligence Officers of higher grade (Documents Exploiters), acts as a Translator of 3 European languages anywhere in the Foreign Documents Branch as assigned, and performs the following duties:

Reads fluently documents, periodicals, newspapers, and books written in any 3 European languages; translates any document in 3 European languages into good English prose with equivalent English meaning; scans documents written in 3 European languages and makes a precis of contents; abstracts or summarizes documents in the 3 European languages as required.

Responsible for knowledge of political, economic, social, military, para-military, topographic, etc., terminology in the 3 European languages and in English.

Responsible for knowledge of interpretation of maps and charts in the 3 European languages and makes an equivalent English cartographical and statistical presentation.

Responsible for thorough acquaintance with place names, personal names and surnames used in area under his cognizance; responsible for correctly Romanizing and/or transliterating such names into English in accordance with established policies.

Responsible for knowledge of all printed, handwritten, and all intermediate calligraphic forms of the 3 European languages under his cognizance.

Responsible for knowledge of general history, culture, customs of people or peoples using the languages so as to employ correct interpretation of references, innuendoes, circumlocution, ellipses, other speech forms and idiomatic constructions; responsible for acquaintance with colloquialisms or patois of the language.

Responsible for acquaintance with and knowledge of use of gazetteers, encyclopedias, dictionaries, and other similar reference material written in the 3 European languages and in English.

Responsible for knowledge of the grammar of the 3 European languages, its grammatical peculiarities and syntax, modern, epistolary, and newspaper styles of composition.

Performs related duties as required.

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